



Purchase Ledger Clerk

Job Description

We are looking for a Purchase Ledger Clerk to process and maintain Purchase Ledger records and provide support to the finance team. Reporting to the Group Financial Controller, you will be responsible for processing invoices and payments, reconciling supplier statements and opening new accounts. You must be able to communicate effectively with internal staff and will maintain close links with suppliers and colleagues to resolve queries. You will regularly report to management on outstanding issues.

This is a full-time post. Working hours are 8.30 to 17.00 Monday to Friday.

Responsibilities

- Registering, coding, and processing invoices.
- Processing payments via BACS.
- Reconciling supplier statements.
- Setting up new supplier accounts and maintaining existing account details.
- Filing invoices.
- Investigating invoice queries.
- Producing regular reports.
- Liaising with suppliers.

Skills Required

- Confidentiality
- Ability to establish good relationships internally and externally at all levels.
- Good written and verbal communication skills.
- Attention to detail. Strong analytical skills.
- Competence with Microsoft Office and ERP systems.
- Calm, confident manner to handle potentially uncomfortable conversations.
- Excellent time management skills and the ability to prioritise a demanding workload.

To apply please send your CV to recruitment@ashton-group.co.uk